

## ACTIVITY LOG SHEET

**Name:** \_\_\_\_\_

**Month Hrs Submitted For:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Month TAB / CAC Approved Hrs:** \_\_\_\_\_

**City / State:** \_\_\_\_\_

**Town:** \_\_\_\_\_

DATE	MEETING			PHONE (Amt. of Time)	ADMINISTRATIVE WORK (Time Spent on Agenda, Minutes, Posting, Etc.)	COMMENTS
	# Zoning Items	# Other Items	Length			
<b>SUMMARY:</b>						
<b>TOTAL TIME SPENT FOR MEETING, PHONE AND ADMINISTRATIVE WORK</b>						

I hereby certify that the above Activity Log reflects an accurate accounting of the hours dedicated to performing secretarial functions for the support of the \_\_\_\_\_ TAB / CAC and request approval for payment.

Secretar

Date

TAB / CAC Chairman

Meeting

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